

Special Event Permit Application Instructions

All applicants must set up an online account before using the eTRAKiT system. More information about the eTRAKiT processes can be found at the eTRAKiT Portal and Help Guides page at www.littletongov.org/building-development/etrakit-portal.

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

To apply for a City of Littleton Special Event Permit, select **Permits > Apply**.



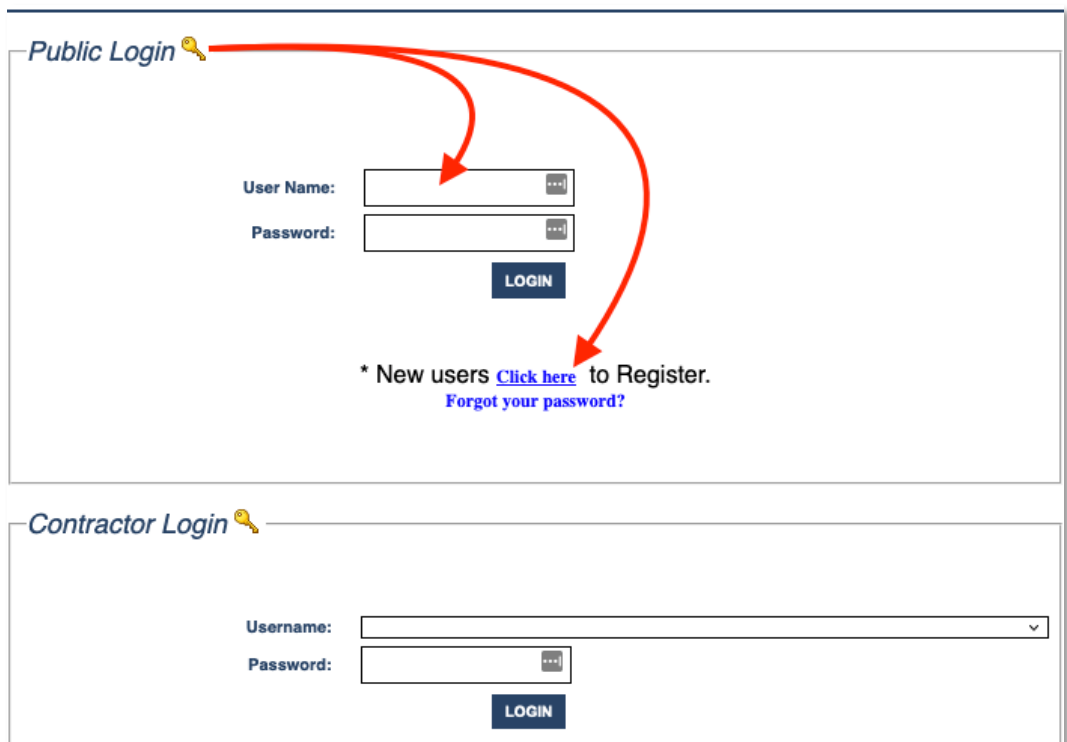
Welcome
Community Development & Online Services

Homeowners: click 'Setup an Account' above to create an account.
Contractors: please contact the Community Development at 303-795-3751. to create an account.

[Click here for Instructions on how to use the eTRAKiT-Portal](#)

Permits	Planning	Contractor
<ul style="list-style-type: none">ApplyPay FeesSearch PermitView on Map	<ul style="list-style-type: none">ApplyPay FeesSearchView on Map	<ul style="list-style-type: none">Search ContractorsPay Fees

In the **Public Login** section, login or register for a new account.



Public Login

User Name:

Password:

LOGIN

* New users [Click here](#) to Register.
[Forgot your password?](#)

Contractor Login

Username:

Password:

LOGIN

Agree to the Permit Application Confirmation.

Permit Application Confirmation

Before proceeding, you acknowledge that you are the homeowner performing work on the property in which you currently reside or that you are a contractor currently licensed or registered within the City of Littleton performing work authorized by the property owner.

☒ I Agree
☐ I Disagree

CONTINUE

In the Permit Type field, select **SPECIAL EVENT**.

In the Permit Subtype field, select the option that most closely describes the event.

Permit Application

Step 1 Permit Information

Step 2

Step 3

Step 4

Permit Type Information

PERMIT Type SPECIAL EVENT

PERMIT Subtype

*Permit Description:

✓ CONCERT
FAIR
FILM FESTIVAL
MARKET
OTHER
PARADE
RACE
WEDDING

Permit Type Information

PERMIT Type SPECIAL EVENT

PERMIT Subtype OTHER

*Permit Description: Car Show and BBQ

If there isn't an appropriate Permit Subtype, select **OTHER**, then enter a short description of the event in the **Permit Description** field.

Special Event Application Instructions

Provide detailed information about the event in the **Detailed Description** field.

Enter **0** (zero) in the **Job Value** field.

Detailed Description of Work

Please provide a complete detailed description of all work including finish work to be performed as part of this project.

*Detailed description of work:

Hot BBQ, cool cars and live music in Springdale Park

Job Value Information

Job value consists of the total of all material costs and value of labor necessary to complete the project. If providing only material costs please indicate that in the detailed notes section above.


*Job Value

\$0.00

Job Value is not required for Right-of-Way or Special Event permits; enter zero in the Job Value, above. Applications will be reviewed for accuracy and completeness.

Provide the following information about the event:

- EVENT DATES
- EVENT INFO
- STREET CLOSURES
- LOGISTICS
- ALCOHOL & SOUND

Click on any  icon adjacent to the name for detailed information about that field.



EVENT DATES



*Event Duration:



Event Start Date:



*Event Start Time:



Event End Date:



*Event End Time:



Multiple Day Events:



Setup Date:



Setup Time:



Removal Date:



Removal Time:



EVENT INFO



Venue Name:



Venue Location:



Type of Venue:



Other Venue:



Average Attendance:



Total Attendance:



Does the event include a race or parade:


Special Event Application Instructions

Determine which documents will be needed for this permit application.

Missing documents will delay the application process.

Documents will be uploaded in the **Attachments** section further down.

Click a checkmark next to each document that will be uploaded with this application.

**UPLOAD DOCUMENTS**

Required Documents:








REQUIRED FOR ALL EVENT PERMIT APPLICATIONS:

- **Event Site Plan** — required for all events. Include canopies and tent locations and dimensions, cooking facilities, port-a-let locations, entries and exits, alcohol locations, medical services, parking, trash, vendors, etc.
- **Certificate of Good Standing from the State of Colorado**

ATTACH IF NEEDED:

- **South Suburban Parks & Recreation Park Permit** — required if event will take place wholly or partially in a Littleton park or trail.
- **Map of street closure(s) and traffic control plan** — required if event includes a request to close any public street(s) or alley(s).
- **Route map** — a detailed map of the route is required if event is a race or parade.
- **Certificate of Insurance** naming City of Littleton as an additional insured. Required for all events taking place wholly or partially on public streets, public buildings, city parks, and/or trails.
- **Copy of venue's deed or lease** — if the Sponsoring Organization owns or leases the venue.
- **Letter of permission of property owner** — if the venue is owned by a third party.

Failure to include all required documents will delay the permit application process.
This system does not support file names containing special characters, such as \$,%,#, etc.

 Event Site Plan:	<input checked="" type="checkbox"/>
 Certificate of Good Standing:	<input checked="" type="checkbox"/>
 Street Closure Map:	<input checked="" type="checkbox"/>
 Route Map:	<input type="checkbox"/>
 SSPR Park Permit:	<input type="checkbox"/>
 Certificate of Insurance:	<input checked="" type="checkbox"/>
 Permission of Venue Property Owner:	<input type="checkbox"/>

Enter the address of the event venue and click the Search button.

If the system gives you a choice, always select **Parcel**.

Location

***Enter part or all of your address and press search**

Select address below

5151 S LOWELL BLVD - BUILDING

5151 S LOWELL BLVD - PARCEL

Use these addresses for events in Littleton Parks.

Do not use a home address or any address other than the venue.

Bega Park	2250 W Main St
Geneva Park	2255 W Berry Ave
Harlow Park	5151 S Lowell Blvd
Ketring Park	6028 S Gallup St
Mary Carter Greenway	6745 S Santa Fe Dr
Promise Park	298 W Powers Ave
Reynold Landing	6745 S Santa Fe Dr
Sterne Park	5800 S Spotswood St

Special Event Application Instructions

Leave these boxes unchecked.

Your Relation to this Permit

☐

Property Owner

Check this box if you are the Property Owner

☐

Contractor

Check this box if you are the Contractor

Attach all required documents.

Attachments

Filename

Select

- Certificat of Insurance.pdf Remove
- Street closure map and traffic plan.pdf Remove
- Cert-Good-Standing.pdf Remove
- Event Site Plan.pdf Remove

Event Site Plan.pdf

Description:

Cert-Good-Standing.pdf

Description:

Street closure map and traffic plan.pdf

Description:

Certificat of Insurance.pdf

Description:

UPLOAD

How to Attach Documents in eTRAKiT System

1. Click the SELECT button to browse to and find ALL the documents that will be included with this permit application.
2. Add a DESCRIPTION for each attachment (optional).
3. If you forgot any documents in Step 1, you can add more now by clicking the SELECT button again.
4. Click the UPLOAD button after selecting the attachments.
5. Click ACCEPT in the disclaimer window.

It may take a several minutes to upload documents, depending on the number and size of the documents.

Your files are listed on the right. Review for completeness. Verify that each document has uploaded only once. Add or delete attachments as needed.

Click NEXT STEP.

Attachments

Filename

Select

Description

UPLOAD

Attachments:

Event Site Plan.pdf

DELETE

Cert-Good-Standing.pdf

DELETE

Certificat of Insurance.pdf

DELETE

CANCEL

NEXT STEP

Complete and review all applicable contact information, including:

- Applicant
- Owner
- Contractor (leave blank)
- Event Sponsor Organization
- Event Manager
- Assistant Manager
- Medical Provider
- Security Provider
- Band / DJ Info

Verify all emails and phone numbers are correct.

If **Owner Information** is South Suburban, enter **your email address** and **your phone number**.

Click NEXT STEP.

Permit Application

Step 1
Step 2 Contact Information
Step 3
Step 4

Application for a SPECIAL EVENT Permit

Applicant Information

<p>*Name <input style="width: 150px;" type="text" value="Event Manager"/></p> <p>*Address <input style="width: 150px;" type="text" value="1234 Oak Street"/></p> <p>*City <input style="width: 150px;" type="text" value="Littleton"/></p> <p>*State <input style="width: 50px;" type="text" value="CO"/></p>	<p>*Phone <input style="width: 150px;" type="text" value="(303) 795-3727"/></p> <p>*Email Address <input style="width: 150px;" type="text" value="sample@gmail.com"/></p> <p>*Zip <input style="width: 50px;" type="text" value="-"/> <input style="width: 50px;" type="text" value="1120"/> <input style="width: 50px;" type="text" value=""/></p>
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Owner Information

<p>*Name <input style="width: 150px;" type="text" value="SOUTH SUBURBAN METRO REC"/></p> <p>*Address <input style="width: 150px;" type="text" value="6631 S UNIVERSITY BLVD"/></p> <p>*City <input style="width: 150px;" type="text" value="CENTENNIAL"/></p> <p>*State <input style="width: 50px;" type="text" value="CO"/></p>	<p>*Phone <input style="width: 150px;" type="text" value="(303) 000-0000"/></p> <p>*Email Address <input style="width: 150px;" type="text" value="youremail@gmail.com"/></p> <p>*Zip <input style="width: 50px;" type="text" value="-"/> <input style="width: 50px;" type="text" value="8012"/> <input style="width: 50px;" type="text" value=""/></p>
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Contractor Information

<p>Name <input style="width: 150px;" type="text"/></p> <p>Address <input style="width: 150px;" type="text"/></p> <p>City <input style="width: 150px;" type="text"/></p> <p>State <input style="width: 50px;" type="text"/></p>	<p>Phone <input style="width: 150px;" type="text" value="() - -"/></p> <p>Email Address <input style="width: 150px;" type="text"/></p> <p>License# <input style="width: 150px;" type="text"/></p> <p>Zip <input style="width: 50px;" type="text" value="-"/> <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/></p>
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Review all information. Click **PREVIOUS STEP** if you need to go back and make corrections.

Upload additional documents if needed.

Once all information is verified and proper documents attached, click **SUBMIT**.

Permit Application

Step 1 Step 2 Step 3 Review and Submit Step 4

Application for a SPECIAL EVENT Permit

<h3>Permit Information</h3> <div style="text-align: right;">EDIT</div> <table border="0"> <tr><td>Type</td><td>SPECIAL EVENT</td></tr> <tr><td>Subtype</td><td>OTHER</td></tr> <tr><td>Description</td><td>Car Show and BBQ</td></tr> <tr><td>Job Value</td><td>\$0.00</td></tr> </table>	Type	SPECIAL EVENT	Subtype	OTHER	Description	Car Show and BBQ	Job Value	\$0.00	<h3>Location</h3> <div style="text-align: right;">EDIT</div> <p>5151 S LOWELL BLVD LITTLETON, CO 80123 NULL</p>
Type	SPECIAL EVENT								
Subtype	OTHER								
Description	Car Show and BBQ								
Job Value	\$0.00								
<h3>Contacts</h3> <div style="text-align: right;">EDIT</div> <p>Applicant Information Event Manager (303) 795-3727 1234 Oak Street sample@gmail.com Littleton, CO 80120</p> <p>Owner Information SOUTH SUBURBAN METRO REC & PARK DIST (303) 000-0000 6631 S UNIVERSITY BLVD youremail@gmail.com CENTENNIAL, CO 80121</p> <p>Contractor Information</p> <p>Event Sponsor Organization Information</p>	<h3>Fee Information</h3> <table border="0" style="width: 100%;"> <tr> <td style="border-top: 1px solid #ccc;">Total Fees</td> <td style="text-align: right;">\$0.00</td> </tr> </table> <h3>Attachments</h3> <p>Attachments:</p> <table border="0" style="width: 100%;"> <tr> <td>Event Site Plan.pdf</td> <td style="text-align: right;">DELETE</td> </tr> <tr> <td>Cert-Good-Standing.pdf</td> <td style="text-align: right;">DELETE</td> </tr> <tr> <td>Certificat of Insurance.pdf</td> <td style="text-align: right;">DELETE</td> </tr> </table> <p>To upload additional attachments click Here</p>	Total Fees	\$0.00	Event Site Plan.pdf	DELETE	Cert-Good-Standing.pdf	DELETE	Certificat of Insurance.pdf	DELETE
Total Fees	\$0.00								
Event Site Plan.pdf	DELETE								
Cert-Good-Standing.pdf	DELETE								
Certificat of Insurance.pdf	DELETE								

[...continues]

Review the information prior to submitting.

[CANCEL](#)
[PREVIOUS STEP](#)
[SUBMIT](#)

It may take a few minutes to submit document.

Do not close window until the **Step 4 Checkout/Confirmation** window is displayed.

Permit Application

Step 1 Step 2 Step 3 Step 4 Checkout/Confirmation

Confirmation

Your application has been received and will be reviewed for completeness and accuracy. Instructions for payment of all applicable fees will be sent once the application is deemed complete. Technical review of the application will not begin until all fees are paid.

[VIEW PERMIT](#)